

## **Funding Application Review Service – Terms and Conditions**

### **Scope of the Service**

Voscur's Funding Application Review Service offers organisations the opportunity to have one application for a grant, funding or award from a Trust, Foundation, Award Body or Company, independently reviewed prior to submission.

We will work with you to provide independent, informed and constructive feedback on your application. The more input and time your organisation is able to put into the application review process, the more useful this service will be to you.

The service does not include writing or re-writing of applications. We rely on you to check that your organisation is eligible to apply for the specific funding and that your organisation meets the funder's requirements. These checks are outside of the scope of this service.

### **Core Service**

We will undertake a review of one application to one funder, provide a comprehensive written report and one follow-up phone call.

Please note that to be successful, this service requires at least 20 working days between Voscur's receipt of your application and other information requested in the Stage Two enquiry form, and the submission deadline. This is to ensure enough time for review and to allow for unforeseen circumstances.

In order to be able to review your application, we need to receive all the information requested in the Stage Two enquiry form at least 20 working days before the submission deadline for the application.

You will receive our written review at least 10 working days before the submission deadline.

### **Cost**

The cost for the core service is dependent on the amount of funding you are applying for. There are discounts available for Voscur members. Your organisation will be invoiced for services upon completion of the review. Current costs can be found on our website.

### **Optional Additional Service**

An additional face to face meeting is available to help your organisation further hone your application. The cost of this service is in addition to the cost for the core service and is agreed with the development worker prior to the face to face meeting being arranged.

## **Evaluation**

In receiving this service, your organisation is agreeing to participate in Voscur's evaluation of the service. We will contact you twice, normally in the form of a short telephone call; once upon completion of the review and once after the funding decision deadline.

## **Confidentiality**

Voscur will not, without the prior consent of your organisation, publish or disclose to any person, or permit any such disclosure by any of its employees or representatives, any confidential information received by it in relation to the service being provided or the organisation generally, except as may be required by law including the Freedom of Information Act 2000.

## **Conflict of Interest**

On very rare occasions, Voscur may not be able to accept an application into the service due to a conflict of interest arising. For example, a conflict of interest would arise if Voscur was to review an application that was in direct competition with an application Voscur was making for funding.

## **Responsibility**

All responsibility for the content and submission of the application remains with your organisation. In providing feedback on your funding application, Voscur **does not** accept any responsibility for whether or not it is successful when submitted to the funder/donor.

## **Quality Assurance**

Voscur is committed to providing a high quality service to support your fundraising and organisation. Please refer to our customer charter which describes our commitment to you.

<http://www.voscur.org/customer-charter>

The submission of your application for review constitutes your organisation's agreement to these terms. If you do not wish to proceed with the service, please contact Voscur within two working days of receipt of the terms and conditions agreement e-mail.